



# COMMUNITY HERITAGE ADVISORY COMMITTEE MINUTES

Wednesday, February 25, 2026  
Hybrid (In Person and MS Teams)  
7:00 – 9:00 pm

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<b>Present:</b>	Jim Paul Matthew Cusanelli Trisha McCarthy Greg Warner Claudio Soligon Catherine Rose	<b>Regrets:</b>	Mitchell Baker James Mitchell Tanja Scott Cllr Jim Hanson
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**Staff:** Jessica Lee, Community Planner  
Mary Jukich, Committee Clerk

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**1. Call to Order**

The Chair called the meeting to order at 7:00 pm.

Committee members provided a brief introduction.

**2. Adoption of Agenda**

MOVED by Jim Paul and seconded by Matthew Cusanelli  
To adopt the agenda.

**CARRIED**

**3. Adoption of Minutes**

MOVED by Jim Paul and seconded by Catherine Rose  
To adopt the January 28, 2026

**CARRIED**

**4. Review of 2025 Heritage Award Nominations**

Nominations for the 2025 heritage awards recently closed and three nominations were received. Prior to the review of the nominations a brief overview was provided on the evaluation guidelines and eligibility requirements.

For this year, the following nominations were considered:

- North Shore Heritage Preservation Society – this nomination falls within the heritage advocacy category and is intended for larger and significant bodies of work which increases awareness, understanding, preservation and sharing of knowledge and heritage.
- Darren Yelton – this nomination falls within the promotion, celebration and retention of cultural and social heritage category and is intended for promoting, celebrating and retaining culturally embedded traditions, memories, language, practises representation expressions knowledge skills tool objects, artifacts, and cultural spaces including first nation activities.

- Arwa Shurab – this nomination falls within the promotion, celebration and retention of cultural and social heritage category and is intended for promoting, celebrating and retaining culturally embedded traditions, memories, language, practises representation expressions knowledge skills tool objects, artifacts, and cultural spaces including first nation activities.

Committee members reviewed the three nominations, and it was determined that further information would be required prior to a decision. In this regard, staff will proceed to gather more information from the nominators for the next committee meeting.

## **5. Draft CHAC Presentation to Council**

The Community Heritage Advisory Committee (CHAC) presentation to Council is a committee led initiative. This task is undertaken based on the terms of reference that the committee will provide an annual report to Council that reports on the committee’s work and activities.

The committee chair presented a draft outline which included a background of the committee and 2025 work items, such as the heritage awards, heritage grants, walking tour, youth art contest, properties tracking and heritage properties development review. Some ongoing projects include Bill 44 and Bill 25, heritage plaques, heritage revitalization agreement (HRA), and the heritage walking tours/story mapping.

In moving forward with the outline, the recommendation from staff was to provide Council a presentation style report because the presentation would allow more flexibility in terms of timelines with Council agenda deadlines. Committee members were informed that the presentation is scheduled for the March 16 Council agenda, and the presentation would need to be completed, and reviewed by staff, beforehand.

## **6. Properties Tracker**

Current information was uploaded and a few applications that were not previously flagged have been added to the tracker.

## **7. Workplan Tracker**

The workplan tracker is a new initiative to more actively track the committee’s workplan and to update progress, and the following updates were provided:

- Heritage Tour - based on staff resources and past years, the heritage tour will take place in September especially because Council agendas will be full over the summer. The Clerks Department will be contacted so that a possible date can be determined.
- Heritage Awards - nominations for heritage awards are now closed and the committee is in the review process. It is anticipated that the names of the nominees will be brought to Council on June 22, 2026. For this year and in terms of logistics, the heritage awards event will be more of a scaled-down event without the pre-event reception.

- Annual Report to Council – work is underway in finalizing the document and it is expected that the document will be presented to Council on March 16.
- Committee Activities – members of the committee recently attended a MONOVA event on February 22, 2026.

Committee members were informed that the tasks on the tracker are the items on the committee's workplan. Items on staff's workplan were not included because they are dictated by Council's direction and staff resources and as such, it may not be appropriate to track the progress of these items.

Committee members noted several staff work items that had been discussed from time to time and on which significant time had been spent by staff and the committee, without further follow up or updates, including heritage plaques, developing a HRA guide, and heritage procedures bylaw updates. Staff indicated that information is available on Basecamp regarding previous discussions and updates on these items and that the projects are staff led and brought to the committee as needed but not meant to be committee workplan items.

## **8. Staff Updates**

### **a. Freedom of Information Act requests**

This item was not addressed and will be discussed at the next committee meeting.

## **9. Any Other Business**

### **a. February 22 MONOVA Event**

This item was not addressed and will be discussed at the next committee meeting.

## **10. Adjournment**

The meeting was adjourned at 9:00 pm.

**Next Meeting: Wednesday, March 25, 2026**